

**ARRA Stimulus Fund Application Review Form  
Hawaii Guidelines**

1. Organizations deemed eligible to apply for ARRA stimulus funds must have eligibility documentation currently on file with the HSFCA (i.e., as of April 2009).
2. **Organizational profile** reflects general information about the applying organization.
3. **Amount requested** must be at least \$1,000 and not more than \$25,000.
4. The **HSFCA FY 2010 award** is approximate, as the HSFCA has not as yet received its budget appropriations for the coming fiscal year.
5. **Project Description:** The request for funding, which should include a brief history of how the position or artist fees were affected by the economic downturn; why the position is needed within the organization; a description of position responsibilities or the artist's work and position's or artist's rate of pay and total project hours.
6. **Project Budget:** Is the requested amount reasonable and well justified?
7. **Sustainability:** How can the service provided by the position or the artist's work continue past this grant period?
8. **Community Need:** Is a description of the community in which the organization is situated provided? How would the position or artist's work fulfill a need in the community? Does community building enter into the justification for this request?
9. **Other merits:** Panelist reflections on the particular strengths of the project; how it serves the HSFCA strategic priorities; is it outstanding in its benefit to an underserved constituency in Hawaii and/or in its statewide outreach?
10. **Staff Comments:** Any pertinent information that staff wants to convey to the panel regarding the organization and/or application. (No points.)
11. **Enter total points for First Review on the review form** for each application and on your summary form. Email, fax, or deliver the summary form to the HSFCA, attention: Estelle Enoki not later than Friday, July 17, 2009.
12. **Bring your review forms to the panel meeting. You must sign each review form at the conclusion of the meeting.** The forms become part of the official file for each application, as required by the Office of Information Practices.